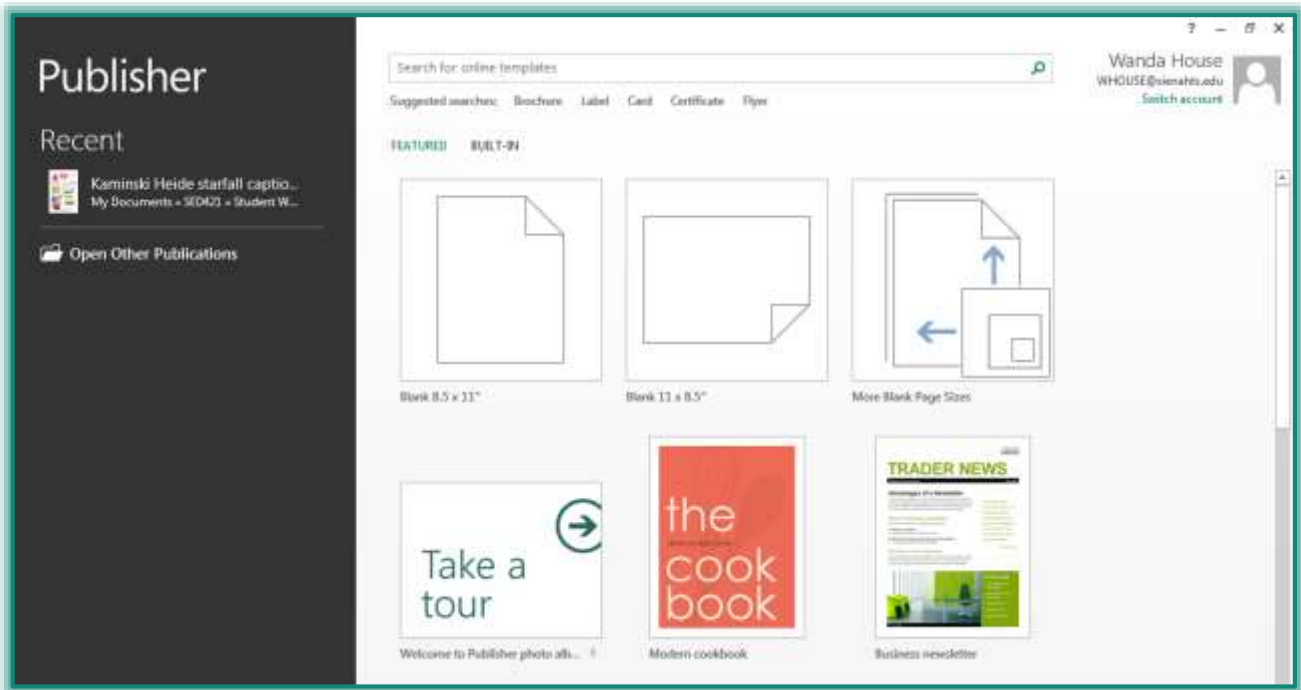# Create a Blank Publication

It is possible to create a Blank Publication or to create one using a template. Templates are available when the program is opened or they can be downloaded from Office.com.

☩ Click the **File Tab**.

☩ The **Publisher** window will display (see illustration).

☩ To create a regular paper size publication, click the **Blank 8.5x11"** icon.

☩ Click the **Blank 11 x 8.5"** icon to create a publication in **Landscape** view.

☩ To locate additional page size options, click the **More Blank Page Sizes** icon.

   ✳ A gallery of different paper sizes and folders will appear.

   ✳ Select from one of the page sizes or click one of the folders buttons to locate additional paper and label sizes.

   ✳ Click the **Publication** that is to be created.

☩ The **Blank Publication** will appear in the window.

Insert Objects

☩ To insert objects, such as new pages, text boxes, clip art, calendars, or pictures into the publication, click the **Insert Tab**.

☩ The table below provides a description of each of the groups and buttons on this tab.

Group/Button	Description
Pages Group	
Page	This button is used to insert a new blank page into a publication after the current page. If the publication is being viewed as a two-page spread, two pages will be inserted.

Group/Button	Description
Catalog Page	Use this button to insert a new page to start a Catalog merge. Catalog pages are used to merge multiple records from a data source into a single publication.
Tables Group	
Tables	This button is used to insert a table into the publication. A grid will appear that can be used to create the table or the Table dialog box can be opened and used to insert a table. Tables are a good way to align columns of data properly on the page.
Illustrations Group	
Picture	To insert a picture from a file into the publication, click this button. The **Insert Picture** dialog box will appear. This dialog box is used to select the picture that is to be inserted into the publication.
Online Pictures	Click this button to insert an image from the Internet into the publication. The **Insert Pictures** window will display. This window can be used to search for a picture from Office.com, Bing, Facebook, or Flickr.
Shapes	This button is used to insert different shapes into a publication. A gallery of different types of shapes will appear when the button is clicked. To insert a shape, click the desired shape and then draw the shape in the document.
Picture Placeholder	To insert an empty picture placeholder into the publication, click this button. Click the placeholder to open the Insert Picture window. In this window, it is possible to insert pictures from a file, Office.com, Bing, Facebook, or Flickr.
Building Blocks Group	
Page Parts	This button is used to insert a design object that can be used when creating a publication. A gallery of different objects, such as Headings, Quotes, Sidebars, or Stories, will appear when the button is clicked. Click **More Page Parts** to view additional objects.
Calendars	Use this button to insert a calendar into a publication. A gallery of different calendars will appear when the button is clicked. Click the **More Calendars** link to display additional calendars.
Borders & Accents	To insert a graphical element to enhance the appearance of the publication, click this button. A gallery of different elements will appear. Click the **More Borders and Accents** link to locate more elements.
Advertisements	This button is used to insert an advertisement into the publication. A gallery of different advertisements will appear. Click the **More Advertisements** link to view additional advertisements.
Text Group	
Draw Text Box	Text boxes are used to insert text into a publication or to add text to a shape. Click the button and then move the mouse pointer into the publication. Click and drag the mouse to draw the text box.

| Group/Button	Description
Business Information	Use this button to insert a field or design object that can be used to insert business information into the publication.
WordArt	To insert decorative text into the publication, click this button. A gallery of different styles of WordArt will display. Click the desired format to create the WordArt image.
Insert File	This button is used to insert text from a word processing program into the publication. If a text box is selected, the text will be added to the text box. If a text box is not selected, a new text box will be created.
Symbol	Click this button to insert symbols into a text box that are not available on the keyboard such as copyright symbols. When the button is clicked a gallery of symbols will be displayed.
Date and Time	To insert the date and time into a publication, click this button. The dialog box that appears displays several date and time formats.
Object	Use this button to insert an object such as a Word Document or an Excel Chart or Worksheet into the publication.
Links Group	
Hyperlink	To insert a link to items such as a Web page, another publication or document, or an e-mail address, click this button. The Hyperlink dialog box will display where the link can be specified.
Bookmark	This button is used to create a bookmark. A bookmark is used to assign a name to a specific area within a publication. A hyperlink can then be created to the bookmark.
Header and Footer Group	
Header	To insert text that appears at the top of each page of the publication, click this button.
Footer	This button is used to insert text that appears at the bottom of each page of the publication.
Page Number	Click this button to insert page numbers into the publication. A list of page number locations will display. Move the mouse pointer over each of the items to display a gallery of page number styles.

Change Page Design

✛ Click the **Page Design Tab**.
✛ In the **Schemes Group**, move the mouse pointer over each of the **Schemes** to see a **Live Preview** of the scheme.
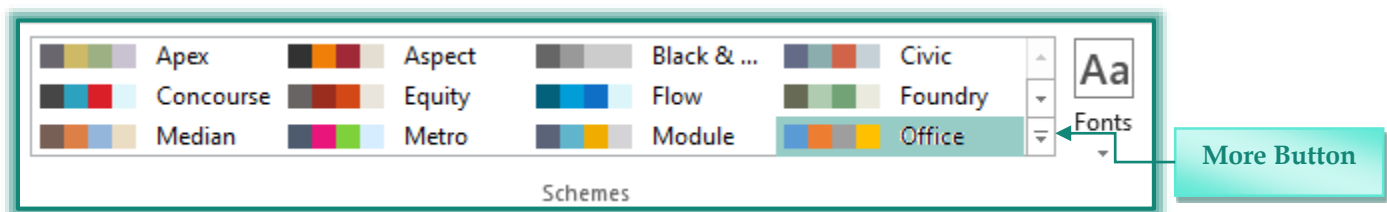

✛ To see additional **Schemes**, click the **More** button (see illustration above).
✛ Click one of the **Schemes** to apply it to the publication.

✞ Click the **Fonts** button to apply a different **Font Scheme** to the publication.
✞ To change the **Background** color for the presentation, click the **Background** button in the **Page Background Group** (see illustration below).
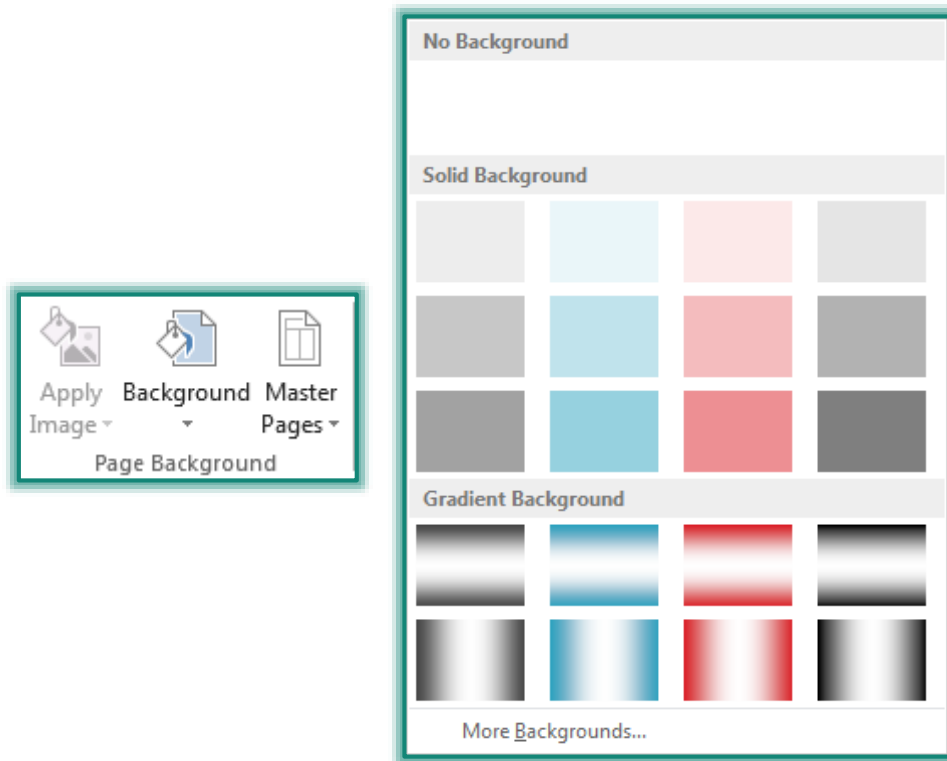
✳ A gallery of different background colors will display (see illustration above).
✳ Move the mouse pointer over each of the colors to see a **Live Preview**.
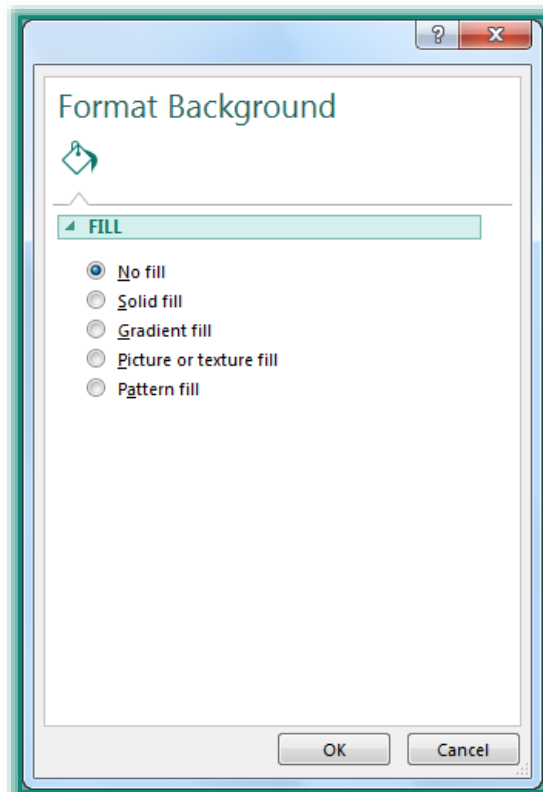
* Click one of the colors to apply it to the publication.
* Click the **More Backgrounds** button to open the **Fill Effects** dialog box (see illustration on previous page).
* Select the objects in this dialog box to change the background for the publication.
  * **No Fill** – The background for the publication will be color applied by the Scheme.
  * **Solid Fill** – When this option is chosen, the background color of the publication will change to the selected color. Only one color can be applied at one time.
  * **Gradient Fill** – To have variations of colors applied for the publication background, select this option.
  * **Picture or Texture Fill** – This option can be used to insert an image or picture as the background for the publication. Pictures can be obtained from a file on the computer or from the Internet. To apply a texture as the background, click the Texture icon. A gallery of different textures will display.
  * **Pattern Fill** – When this option is selected a gallery of different patters will display. Click one of the patters to insert it as the publication background.
* Click the **OK** button to save the changes.